Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Digital Competences

Topic 2 Title: Google E-mail - Gmail

Lesson Plan 8 – Understand the basic terms related to e-mail

Duration: 90 minutes

Aim	The main goal of this lesson plan is to provide all the necessary information regarding the basic terms related to e-mail.
Target Group	Adults (especially women)
Facility/ Equipment	• Classroom • Internet access • Projector • White board
Tools/ Materials	• A3 paper • Sticky notes • Handout 1 • Handout 2 • Handout 3 • Handout 4 • Handout 5
Main Tasks	1. **Task 1: Understand the basic terms related to e-mail** 1.1 Explain to the learners the following definitions: **(20 mins) (see Handout 1)** • Email • User ID/Username • Domain name/Host name

2. Task 2: Understand the basic terms related to e-mail – Group activity

2.1 Write the following definitions into different sticky notes: **(10 mins) (see Handout 2)**
- Email
- User ID/Username
- Domain name/Host name

2.2 Divide the class to work in teams. Teams should be formatted out of 2-3 people. **(5 mins)**

2.3 Provide your students with A3 paper with the definitions. They need to match the sticky notes with the definitions **(see Handout 3) (15 mins)**

3. Task 3: Understand the basic terms related to e-mail

3.1 Provide some examples of emails to the learners. Learners should identify what is an email, user ID/username and domain name **(15 mins) (see Handout 4)**

3.2 Provide the answers to the whole **class (10 mins) (see handout 5)**
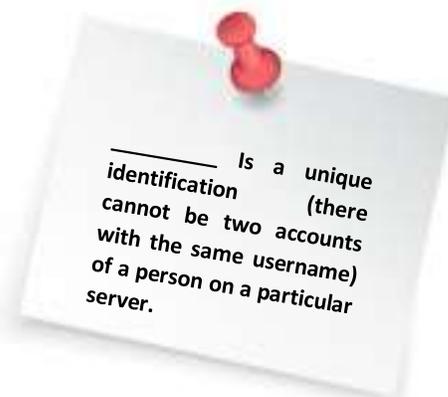
4. Task 4: Wrap-up (10 mins)

HANDOUT 1: Introduction to Google E-mail - Gmail

Definition:	Description:
1. **E-mail**	An email is a method in which a person can send information from a computer to another, using the Internet. That information can vary between text, image, audio, and video. Emails are ideal for international communication with no delay, no cost and to many recipients.
2. **User ID/Username**	Is a unique identification (there cannot be two accounts with the same username) of a person on a particular server.
3. **Domain name / Host name**	This refers to the mail server which is the computer where the recipient has a mailbox. For example @gmail.com, @yahoo.com, @outlook.com

HANDOUT 2: Introduction to Google E-mail - Gmail

An _____ is a method in which a person can send information from a computer to another, using the Internet. That information can vary between text, image, audio, and video. Emails are ideal for international communication with no delay, no cost and to many recipients.

_____ Is a unique identification (there cannot be two accounts with the same username) of a person on a particular server.

_____ refers to the mail server which is the computer where the recipient has a mailbox. For example @gmail.com, @yahoo.com, @outlook.com

HANDOUT 3: Understand the basic terms related to e-mail

Definition:	Sticky notes:
1. E-mail	
2. User ID/Username	
3. Domain name/Host name	

HANDOUT 4: Understand the basic terms related to e-mail

fine2workproject@gmail.com

1. **Email:**
2. **User ID:**
3. **Domain Name:**

1. **Email:**
2. **User ID:**
3. **Domain Name:**

chrystalla_thrasy@gmail.com

maria.81.andreou@gmail.com

1. **Email:**
2. **User ID:**
3. **Domain Name:**

1. **Email:**
2. **User ID:**
3. **Domain Name:**

chrystalla@emphasyscentre.com

andreas_pana_90@hotmail.com

1. **Email:**
2. **User ID:**
3. **Domain Name:**

HANDOUT 5: Understand the basic terms related to e-mail

fine2workproject@gmail.com

1. Email: fine2workproject@gmail.com
2. User ID: fine2workproject
3. Domain Name: gmail.com

1. Email: Chrystalla_thrasy@gmail.com
2. User ID: Chrystalla_thrasy
3. Domain Name: gmail.com

chrystalla_thrasy@gmail.com

maria.81.andreou@gmail.com

1. Email: maria.81.andreou@gmail.com
2. User ID: maria.81.andreou
3. Domain Name: gmail.com

1. Email: chrystalla@emphasyscentre.com
2. User ID: chrystalla
3. Domain Name: emphasyscentre.com

chrystalla@emphasyscentre.com

1. Email: andreas_pana_90@hotmail.com
2. User ID: andreas_pana_90
3. Domain Name: Hotmail.com

andreas_pana_90@hotmail.com